

Nevada State Controller's Office
Standards and Requirements For Uploading Data to the
Controller's Office Using the Advantage System
6/11/03

Document Change Log

Date	Change Description
7/30/01	Changed paragraph to include JV & JVR in 1. Approval for Electronic Transfer.
7/30/01	Added JV & JVR record layouts.
7/30/01	Changed comments on FISC-MONTH field on PV & II header record layouts.
7/30/01	Alphabetized record layouts in Exhibit A.
9/21/01	Modified JVR header field BUDGET-OVERRIDE-IND to make it required with value of 'Y'.
1/24/02	Added another paragraph to testing requirements. Took out indent of PC-LINE-NUMBER on PV line layout. Added comment on PV note layout.
3/6/02	Removed comments regarding MIS 73.6 & 74.0 reports. Changed comments of line record's DOC-NUMBER. Changed comments of TRANS-NUMBER-NUMBER. Added Exhibit F.
7/31/02	Replaced JV layout with JVD layout.
11/18/02	Added index, added paragraph on security in the system requirements section.
12/4/02	Corrected JVD line layout.
1/16/03	Corrected JVD header layout.
3/24/03	Added additional info to General-Ledger-Number desc. Changed comment in PV line layout of APPR-UNIT.
4/18/03	Changed vendor record layout & check voucher by date record layout.
6/11/03	Removed JVR.

Table of Contents

APPROVAL FOR ELECTRONIC TRANSFER	3
AGENCY SYSTEM REQUIREMENTS	3
TESTING OF ELECTRONICALLY TRANSFERRED FILES	4
PRODUCTION PROCESSING	4
EXHIBIT A – UPLOAD DATA FILE RECORD LAYOUTS	5
<i>Internal Voucher (II) Header Record Layout:</i>	5
<i>Internal Voucher (II) Line Record Layout:</i>	7
<i>Journal Voucher Decentralized (JVD) Header Record Layout:</i>	9
<i>Journal Voucher Decentralized (JVD) Line Record Layout:</i>	10
<i>Payment Voucher (PV) Header Record Layout:</i>	12
<i>Payment Voucher (PV) Line Record Layout:</i>	14
<i>PV Note (NOTE) Record Layout:</i>	16
<i>Receivable (RE) Header Record Layout:</i>	17
<i>Receivable (RE) Line Record Layout:</i>	18
<i>Receivable Text (RLTX) Record Layout:</i>	20
EXHIBIT B:	21
<i>Download Vendor File Instructions</i>	21
<i>Download Vendor File Record Layout:</i>	22
EXHIBIT C	23
<i>Download Check Voucher File Instructions</i>	23
<i>Download Check Voucher File Record Layout:</i>	24
EXHIBIT D	25
<i>Agency Approving Authorities</i>	25
EXHIBIT E:	26
<i>Electronic Transfer of Transactions</i>	26
EXHIBIT F:	27
<i>Fiscal Month Table</i>	27

The Controller's Office will accept the electronic transfer of data by agencies complying with the following standards.

Approval for Electronic Transfer

Agencies wanting to upload JVD, II and/or PV data must obtain approval of their internal controls from the Office of Financial Management, Training and Controls. Agencies wanting to upload RE and/or RLTX data must obtain approval from the Controller's Office Chief Accountant – IFS. The agencies must also complete the *Agency Approving Authorities to Electronically Transfer Transactions* form (see Exhibit D) and submit this form to the Controller's Office before they will be allowed to transfer documents to ADVANTAGE.

Agency System Requirements

The outside system must contain equivalent security as ADVANTAGE.

PV documents – Two levels of approval - the final level can only approve or reject.

RE documents – Do not need approvals.

CR documents – Do not need approvals.

JVD document – Needs one level of approval.

II document – Approvals will be determined on an agency-by-agency basis.

The agency must have direct network connection to the State Wide Area Network Backbone or dial-up network connection and login I.D. to the DoIT modem pool if using a modem.

The agency will maintain data for uploading to the Controller's system. The ability to FTP the data must be available. Free FTP software can be found on the Internet at <http://www.geocities.com/SiliconValley/Garage/7334/SndToFTP.html>. The data files will be FTPd to "topaz" which has an FTP server address of 10.131.1.5 and each agency will have their own unique username and password assigned by the technical staff at the Controller's Office. Data files can be FTPd to the Controller's Office between the hours of 5:00 a.m. and 1:00 p.m. each business day. Each data file to be uploaded must contain only one type of document data and the file name must be "agencyname.doctype.yyyymmdd" (example: MOTORPOOL.II.20000201). See Exhibit A for the various upload data file record layouts.

Once the file is created it must be stored in a secure location so not to allow any manual manipulations. The person FTPing the file to the Controller's Office should not be able to make changes to the file.

The agency may download vendor data to their site. This feature is not required and is available to provide current information on vendors. See Exhibit B for vendor file download instructions. The agency may also download check data for paid vouchers. This feature is also not required and is available to provide more complete information on paid vouchers. See Exhibit C for check voucher by date file download instructions.

Testing of Electronically Transferred Files

The agency will provide a test file to insure data is correctly formatted.

The functional and technical staff of the Controller's Office will review the upload test file and notify the agency of any corrections to be made.

Upon successful uploading of a test data file, the technical staff will notify the Controller's Office Agency Services Department that a new agency will be transferring data electronically.

If the agency makes any future changes to the file, the Controller's Office must be contacted to have the file tested again. This will prevent files from containing corrupt data.

Production Processing

On the same day the agency FTPs a file to the Controller's Office, they must also fax to the Controller's Office Agency Services Department (684-5695) a completed *Electronic Transfer of Transactions* form (see Exhibit E).

In the afternoon, the technical staff of the Controller's Office will generate a report using the data of the FTPd file. The Controller's Office Agency Services Department will balance the reported document count and amount with the document count and amount sent by the agency. If an out of balance condition occurs, the Agency Services Department will notify the agency. If in balance, the Agency Services Department will notify the technical staff of the Controller's Office to load the data of the FTPd file into the Advantage System. If errors occur from the load of data, the Controller's Office System Administrator will notify the agency.

Note: If the FPTd file is not processed at the Controller's Office within 48 hours (due to not receiving the completed Electronic Transfer of Transactions form, errors, etc.), the file will be deleted.

Exhibit A – Upload Data File Record Layouts

The Internal Voucher Record is a 536-byte ASCII record. The file must contain one or more header records with each header record having one or more associated line records. The file name should be “agencyname.II.yyyymmdd”.

Internal Voucher (II) Header Record Layout:

Field	Position	Length	Requirement	Description	Comments
RECORD-TYPE	1	1	Required	‘D’	
PAGE-TYPE	2	1		Spaces	
BATCH-ID					
BATCH-TYPE	3	4		Spaces	
BATCH-ORG1	7	4		Spaces	
BATCH-NUMBER	11	6		Spaces	
DOC-ID					
DOC-TYPE	17	4	Required	‘II’ – Left Justify, Space Fill	
DOC-ORG1	21	4	Required	3 digit agency code – Left Justify, Space Fill	
DOC-NUMBER	25	12	Required	Document Number – Alphanumeric, Left Justify, starting with ‘II’	Assigned by Agency. Duplicate numbers must not be submitted within a 30-month period. Up to 11 digits can be used.
TRANS-CODE	37	2	Required	‘II’	
TRANS-NUMBER					
TRANS-NUMBER-AGENCY	39	3	Required	3 digit agency code	
TRANS-NUMBER-NUMBER	42	11	Required	Document Number – Alphanumeric, Left Justify, starting with ‘II’	Must be same as DOC-NUMBER
RECORD-MONTH	53	2	Required	Calendar month of accounting event – MM	
RECORD-DAY	55	2	Required	Calendar day of accounting event – DD	
RECORD-YEAR	57	2	Required	Calendar year of accounting event – YY	
FISC-MONTH	59	2	Required	Fiscal month of accounting period – MM	If RECORD-MONTH is 07 or 08 and BUDGET-FY is for a prior fiscal year, must be ‘13’; otherwise must be accounting month of RECORD-MONTH (i.e. RECORD-MONTH 07 = FISC-MONTH 01, RECORD-MONTH 08 = FISC-MONTH 02, ... RECORD-MONTH 01 = FISC-MONTH 07, etc.). See Exhibit F.
FISC-YEAR	61	2	Required	Fiscal year of accounting period – YY	Must be same as BUDGET-FY
BUDGET-FY	63	2	Required	Fiscal year – YY	
DOCUMENT-ACTION	65	1		Spaces	
TYPE-OF-VOUCHER	66	1	Required	‘2’ or ‘3’ depending on voucher type	Type 2 – Different Funds Type 3 – Same Fund
SCHED-PYMT-MONTH	67	2		Spaces	
SCHED-PYMT-DAY	69	2		Spaces	
SCHED-PYMT-YEAR	71	2		Spaces	
OFFSET-LIAB-ACCT	73	4		Spaces	
VENDOR-CODE					
VENDOR-NUMBER	77	10		Spaces	
VENDOR-ADDR-IND	87	1		Spaces	

Field	Position	Length	Requirement	Description	Comments
CHECK-CATEGORY	88	2		Spaces	
SINGLE-CHECK-FLAG	90	1		Spaces	
FIXED-ASSETS-IND	91	1		Spaces	
DOCUMENT-TOTAL	92	14	Required	Numeric, Right Justify, No Decimal, Zero Fill	
VENDOR-NAME	106	30		Spaces	
VENDOR-ADD-LINE-1	136	30		Spaces	
VENDOR-ADD-LINE-2	166	30		Spaces	
VENDOR-ADD-LINE-3					
CITY	196	18		Spaces	
STATE	214	2		Spaces	
ZIP-CODE	216	10		Spaces	
OFFSET-REC-ACCT	226	4		Spaces	
SELLER-FUND	230	4	Required	3 digits, Left Justify, followed by a space	
SELLER-AGENCY	234	3	Required	FMIRS Department & Agency – Numeric	Two digit FMIRS Department + one digit FMIRS agency or two digit FMIRS department + zero if no FMIRS agency
SELLER-ORGANIZATION	237	4	Required	FMIRS Division & Section – Numeric	Two digit FMIRS division + two digit FMIRS section OR two digit FMIRS division + 2 zeros if no FMIRS section OR four zeros if no FMIRS division and section
SELLER-SUB-ORG	241	2	Optional	Spaces or '0' & FMIRS Unit-Numeric	One zero + FMIRS unit OR spaces if no FMIRS unit
SELLER-ACTIVITY	243	4		Spaces	
SELLER-REV-SOURCE	247	4	Required	General Ledger Number – Numeric, Right Justify, Zero Fill	
SELLER-SUB-REV	251	2	Optional	Right Justify, Zero Fill	
SELLER-JOB	253	8	Optional	Program Project Number – Alphanumeric, Left Justify	
SELLER-REPT-CAT	261	4		Spaces	
SELLER-OBJECT	265	4		Spaces	
SELLER-SUB-OBJECT	269	2		Spaces	
SELLER-BS-ACCOUNT	271	4		Spaces	
ACTUAL-DOC-TOTAL	275	14		Spaces	
SELLER-APPR-UNIT	289	9	Required	Budget Account & Category – 6 digits, 3 spaces	FMIRS budget account + FMIRS category + three spaces
SELLER-FUNCTION	298	4		Spaces	
ACTLINE-AGENCY	302	3		Spaces	
CX-TYPE-4-FLAG	305	1		Spaces	
HEADER-TAX-CODE	306	3		Spaces	
USE-TAX-AMOUNT	309	14		Spaces	
EFT-IND	323	1		Spaces	
APPLICATION-TYPE	324	2		Spaces	
FREIGHT-IND	326	1		Spaces	
FREIGHT-TOTAL	327	14		Spaces	
FREIGHT-TOTAL-I-D	341	1		Spaces	
TOTAL-QUANTITY	342	12		Spaces	
TOTAL-QUANTITY-I-D	354	1		Spaces	
TOTAL-AMOUNT	355	14		Spaces	
TOTAL-AMOUNT-I-D	369	1		Spaces	
CALC-TOTAL-QUANTITY	370	12		Spaces	
CALC-TOTAL-AMOUNT	382	14		Spaces	
Filler	396	141		Spaces	

Internal Voucher (II) Line Record Layout:

Field	Position	Length	Requirement	Description	Comments
RECORD-TYPE	1	1	Required	'L'	
PAGE-TYPE	2	1		Spaces	
BATCH-ID					
BATCH-TYPE	3	4		Spaces	
BATCH-ORG1	7	4		Spaces	
BATCH-NUMBER	11	6		Spaces	
DOC-ID					
DOC-TYPE	17	4	Required	'II' – Left Justify, Space Fill	
DOC-ORG1	21	4	Required	3 digit agency code – Left Justify, Space Fill	
DOC-NUMBER	25	12	Required	Document Number – Alphanumeric, Left Justify, starting with 'II'	Same as DOC-NUMBER field on Internal Voucher Header Record
LINE-NO	37	2	Required	Numeric, Right Justify, Zero Fill	Sequential per document, starting with 01
REF-TRANS-CODE	39	2		Spaces	
REF-TRANS-NUMBER					
REF-TRANS-NUMBER-AGY	41	3		Spaces	
REF-TRANS-NUMBER-NUM	44	11		Spaces	
REF-TRANS-LINE	55	2		Spaces	
VENDOR-INVOICE	57	12		Spaces	
FUND	69	4	Required	3 digits, Left Justify, followed by a space	
AGENCY	73	3	Required	FMIRS Department & Agency – Numeric	Two digit FMIRS Department + one digit FMIRS agency or two digit FMIRS department + zero if no FMIRS agency
ORGANIZATION	76	4	Required	FMIRS Division & Section – Numeric	Two digit FMIRS division + two digit FMIRS section OR two digit FMIRS division + 2 zeros if no FMIRS section OR four zeros if no FMIRS division and section
SUB-ORG	80	2	Optional	Spaces or '0' & FMIRS Unit-Numeric	One zero + FMIRS unit OR spaces if no FMIRS unit
ACTIVITY	82	4		Spaces	
OBJECT	86	4	Optional	General Ledger Number – Numeric, Right Justify, Zero Fill – Spaces if not used	Must use either OBJECT or BS-ACCOUNT
SUB-OBJECT	90	2		Spaces	
REVENUE-SOURCE	92	4		Spaces	
SUB-REV-SOURCE	96	2		Spaces	
JOB-NUMBER	98	8	Optional	Program Project Number – Alphanumeric, Left Justify	
REPORTING-CATEGORY	106	4		Spaces	
BS-ACCOUNT	110	4	Optional	General Ledger Number – Numeric, Right Justify, Zero Fill – Spaces if not used	Must use either OBJECT or BS-ACCOUNT
DISCOUNT-TYPE	114	1		Spaces	
LINE-DESCRIPTION					
DESCRIPTION	115	27	Optional	Alphanumeric – Left Justify	
PC-LINE-NUMBER	142	3		Spaces	
LINE-AMOUNT	145	14		Spaces	
LINE-ACTION	159	1		Spaces	
PARTIAL-FINAL-IND	160	1		Spaces	
QUANTITY	161	12		Spaces	
APPR-UNIT	173	9	Required	Budget Account & Category – 6 digits, 3 spaces	FMIRS budget account + FMIRS category + three spaces

Field	Position	Length	Requirement	Description	Comments
XFUNCTION	182	4		Spaces	
EPPV-ERROR-MSG	186	1		Spaces	
LINE-TAX-CODE	187	3		Spaces	
ADJUSTMENT-AMOUNT	190	14		Spaces	
UNTAXED-LINE-AMOUNT	204	14	Required	Numeric, Right Justify, Zero Fill, No Decimal	
VENDOR-INV-LINE-NUM	218	3		Spaces	
QUANTITY-INC-DEC	221	1		Spaces	
FREIGHT-AMOUNT	222	14		Spaces	
FREIGHT-AMOUNT-I-D	236	1		Spaces	
Filler	237	300		Spaces	

The Journal Voucher Decentralized Record is a 536-byte ASCII record. The file must contain one or more header records with each header record having two or more associated line records. The file name should be “agencyname.JVD.yyyymmdd”.

Journal Voucher Decentralized (JVD) Header Record Layout:

Field	Position	Length	Requirement	Description	Comments
RECORD-TYPE	1	1	Required	‘D’	
PAGE-TYPE	2	1		Spaces	
BATCH-ID					
BATCH-TYPE	3	4		Spaces	
BATCH-ORG1	7	4		Spaces	
BATCH-NUMBER	11	6		Spaces	
DOC-ID					
DOC-TYPE	17	4	Required	‘JVD’ – Left Justify, Space Fill	
DOC-ORG1	21	4	Required	3 digit agency code – Left Justify, Space Fill	
DOC-NUMBER	25	12	Required	Document Number – Alphanumeric, Left Justify	Assigned by Agency. Duplicate numbers must not be submitted within a 30-month period. Up to 11 digits can be used.
TRANS-CODE	37	2	Required	‘JV’	
TRANS-NUMBER					
TRANS-NUMBER-AGENCY	39	3	Required	3 digit agency code	
TRANS-NUMBER-NUMBER	42	11	Required	Document Number – Alphanumeric, Left Justify	Must be same as DOC-NUMBER.
RECORD-MONTH	53	2	Required	Calendar month of accounting event – MM	
RECORD-DAY	55	2	Required	Calendar day of accounting event – DD	
RECORD-YEAR	57	2	Required	Calendar year of accounting event – YY	
FISC-MONTH	59	2	Required	Fiscal month of accounting period – MM	If RECORD-MONTH is 07 or 08 and BUDGET-FY is for a prior fiscal year, must be ‘13’; otherwise must be accounting month of RECORD-MONTH (i.e. RECORD-MONTH 07 = FISC-MONTH 01, RECORD-MONTH 08 = FISC-MONTH 02, ... RECORD-MONTH 01 = FISC-MONTH 07, etc.). See Exhibit F.
FISC-YEAR	61	2	Required	Fiscal year of accounting period – YY	Must be same as BUDGET-FY
BUDGET-FY	63	2	Required	Fiscal year – YY	
DOCUMENT-ACTION	65	1		Spaces	
BUDGET-OVERRIDE-IND	66	1		Spaces	
DOCUMENT-DESCRIPTION	67	12	Optional	Alphanumeric, Left Justify	
DEBIT-DOC-TOTAL	79	14	Required	Numeric, Right Justified, No Decimal, Zero Fill	The total of all line debit amounts. Must equal CREDIT-DOC-TOTAL
CREDIT-DOC-TOTAL	93	14	Required	Numeric, Right Justified, No Decimal, Zero Fill	The total of all line credit amounts. Must equal DEBIT-DOC-TOTAL
REVERSAL-MONTH	107	2		Spaces	
REVERSAL-DAY	109	2		Spaces	
REVERSAL-YEAR	111	2		Spaces	

Field	Position	Length	Requirement	Description	Comments
ACTUAL-DR-TOTAL	113	14		Spaces	
ACTUAL-CR-TOTAL	127	14		Spaces	
JVD-TYPE	141	1	Required	'1' or '2'	Must be '1' if using different funds or '2' if using all the same fund.
Filler	142	395		Spaces	

Journal Voucher Decentralized (JVD) Line Record Layout:

Field	Position	Length	Requirement	Description	Comments
RECORD-TYPE	1	1	Required	'L'	
PAGE-TYPE	2	1		Spaces	
BATCH-ID					
BATCH-TYPE	3	4		Spaces	
BATCH-ORG1	7	4		Spaces	
BATCH-NUMBER	11	6		Spaces	
DOC-ID					
DOC-TYPE	17	4	Required	'JVD' – Left Justify, Space Fill	
DOC-ORG1	21	4	Required	3 digit agency code – Left Justify, Space Fill	
DOC-NUMBER	25	12	Required	Document Number – Alphanumeric, Left Justify	Same as DOC-NUMBER field on Journal Voucher Header Record
ACCOUNT-TYPE	37	2	Required	01 = Asset 02 = Liability 22 = Expense/Expenditure 31 = Revenue	If BS-ACCOUNT 1000-1999, must be 01 If BS-ACCOUNT 2000-2999, must be 02 If OBJ-REV-SOURCE 5000-9999, must be 22 If OBJ-REV-SOURCE 3000-4999, must be 31
FUND	39	4	Required	3 digits, Left Justify, followed by a space	
AGENCY	43	3	Required	FMIRS Department & Agency – Numeric	Two digit FMIRS Department + one digit FMIRS agency or two digit FMIRS department + zero if no FMIRS agency
ORGANIZATION	46	4	Required	FMIRS Division & Section – Numeric	Two digit FMIRS division + two digit FMIRS section OR two digit FMIRS division + 2 zeros if no FMIRS section OR four zeros if no FMIRS division and section
SUB-ORG	50	2	Optional	Spaces or '0' & FMIRS Unit-Numeric	One zero + FMIRS unit OR spaces if no FMIRS unit
ACTIVITY	52	4	Optional		
OBJ-REV-SOURCE	56	4	Optional	General Ledger Number – Numeric, Right Justify, Zero Fill – Spaces if not used	Must use either OBJ-REV-SOURCE or BS-ACCOUNT
SUB-OBJ-SUB-REV-SRCE	60	2	Optional	Right Justify, Zero Fill	
BS-ACCOUNT	62	4	Optional	General Ledger Number – Numeric, Right Justify, Zero Fill – Spaces if not used	Must use either OBJ-REV-SOURCE or BS-ACCOUNT
JOB-NUMBER	66	8	Optional	Program Project Number – Alphanumeric, Left Justify	
REPORTING-CATEGORY	74	4		Spaces	
INTRA-GOVT-REF-FUND	78	4		Spaces	
INTRA-GOVT-REF-AGNCY	82	3		Spaces	

Field	Position	Length	Requirement	Description	Comments
BANK-ACCOUNT-CODE	85	2		Spaces	
VEND-PROV-IND	87	1	Optional	'V' or Spaces	Must be 'V' if using VENDOR-CODE, otherwise spaces
VENDOR-CODE	88	11	Optional	Alphanumeric, Left Justify, Space Fill	Must be valid vendor code on VEND table
VENDOR-NAME					
VEND-NAME-1	99	17		Spaces	
VEND-NAME-FILLER	116	13		Spaces	
LINE-DESCRIPTION					
LINE-DESC-JV	129	25	Optional	Alphanumeric – Left Justify	
LINE-DESC-FILLER	154	5		Spaces	
DEBIT-LINE-AMOUNT	159	14	Optional	Numeric, Right Justify, Zero fill, No Decimal	Must populate DEBIT-LINE-AMOUNT or CREDIT-LINE AMOUNT
CREDIT-LINE-AMOUNT	173	14	Optional	Numeric, Right Justify, Zero fill, No Decimal	Must populate DEBIT-LINE-AMOUNT or CREDIT-LINE AMOUNT
APPR-UNIT	187	9	Optional	Budget Account & Category – 6 digits, 3 spaces	FMIRS budget account + FMIRS category + three spaces *Required if ACCOUNT-TYPE 31 or 22. Must be spaces if ACCOUNT-TYPE 01 or 02.
XFUNCTION	196	4		Spaces	
CASH-IND	200	1		Spaces	
Filler	201	336		Spaces	

The Payment Voucher Record is a 536-byte ASCII record. The file must contain one or more header records with each header record having one or more associated line records. The file name should be “agencyname.PV.yyyymmdd”.

Payment Voucher (PV) Header Record Layout:

Field	Position	Length	Requirement	Description	Comments
RECORD-TYPE	1	1	Required	‘D’	
PAGE-TYPE	2	1		Spaces	
BATCH-ID					
BATCH-TYPE	3	4		Spaces	
BATCH-ORG1	7	4		Spaces	
BATCH-NUMBER	11	6		Spaces	
DOC-ID					
DOC-TYPE	17	4	Required	‘PV’ – Left Justify, Space Fill	
DOC-ORG1	21	4	Required	3 digit agency code – Left Justify, Space Fill	
DOC-NUMBER	25	12	Required	Document Number – Alphanumeric, Left Justify	Assigned by Agency. Duplicate numbers must not be submitted within a 30-month period. Up to 11 digits can be used.
TRANS-CODE	37	2	Required	‘PV’	
TRANS-NUMBER					
TRANS-NUMBER-AGENCY	39	3	Required	3 digit agency code	
TRANS-NUMBER-NUMBER	42	11	Required	Document Number – Alphanumeric, Left Justify	Must be same as DOC-NUMBER
RECORD-MONTH	53	2	Required	Calendar month of accounting event – MM	
RECORD-DAY	55	2	Required	Calendar day of accounting event – DD	
RECORD-YEAR	57	2	Required	Calendar year of accounting event – YY	
FISC-MONTH	59	2	Required	Fiscal month of accounting period – MM	If RECORD-MONTH is 07 or 08 and BUDGET-FY is for a prior fiscal year, must be ‘13’; otherwise must be accounting month of RECORD-MONTH (i.e. RECORD-MONTH 07 = FISC-MONTH 01, RECORD-MONTH 08 = FISC-MONTH 02, ... RECORD-MONTH 01 = FISC-MONTH 07, etc.). See Exhibit F.
FISC-YEAR	61	2	Required	Fiscal year of accounting period – YY	Must be same as BUDGET-FY
BUDGET-FY	63	2	Required	Fiscal year – YY	
DOCUMENT-ACTION	65	1		Spaces	
TYPE-OF-VOUCHER	66	1	Required	‘1’, ‘2’, ‘3’ depending on voucher type	Type 1 – Outside Vendor Type 2 – Different Funds - Internal Type 3 – Same Fund – Internal
SCHED-PYMT-MONTH	67	2	Optional	Spaces or MM	
SCHED-PYMT-DAY	69	2	Optional	Spaces or DD	
SCHED-PYMT-YEAR	71	2	Optional	Spaces or YY	
OFFSET-LIAB-ACCT	73	4		Spaces	
VENDOR-CODE					
VENDOR-NUMBER	77	10	Required	Alphanumeric, Left Justify	
VENDOR-ADDR-IND	87	1	Optional	Alternate address indicator	
CHECK-CATEGORY	88	2		Spaces	

Field	Position	Length	Requirement	Description	Comments
SINGLE-CHECK-FLAG	90	1	Optional	Spaces or 'Y'	Enter 'Y' if a single check is needed for a vendor or if using a misc. vendor number that requires entering the vendor name & address information
FIXED-ASSETS-IND	91	1		Spaces	
DOCUMENT-TOTAL	92	14	Required	Numeric, Right Justify, No Decimal, Zero Fill	
VENDOR-NAME	106	30	Optional	Alphanumeric, Left Justify	Will override vendor number
VENDOR-ADD-LINE-1	136	30	Optional	Alphanumeric, Left Justify	Will override vendor number
VENDOR-ADD-LINE-2	166	30	Optional	Alphanumeric, Left Justify	Will override vendor number
VENDOR-ADD-LINE-3					
CITY	196	18	Optional	Alphanumeric, Left Justify	Will override vendor number
STATE	214	2	Optional	Alphanumeric, Left Justify	Will override vendor number
ZIP-CODE	216	10	Optional	Alphanumeric, Left Justify	Will override vendor number
OFFSET-REC-ACCT	226	4		Spaces	
SELLER-FUND	230	4	Optional	3 digits, Left Justify, followed by a space	
SELLER-AGENCY	234	3	Optional	FMIRS Department & Agency – Numeric	Two digit FMIRS Department + one digit FMIRS agency or two digit FMIRS department + zero if no FMIRS agency
SELLER-ORGANIZATION	237	4	Optional	FMIRS Division & Section – Numeric	Two digit FMIRS division + two digit FMIRS section OR two digit FMIRS division + 2 zeros if no FMIRS section OR four zeros if no FMIRS division and section
SELLER-SUB-ORG	241	2	Optional	Spaces or '0' & FMIRS Unit-Numeric	One zero + FMIRS unit OR spaces if no FMIRS unit
SELLER-ACTIVITY	243	4		Spaces	
SELLER-REV-SOURCE	247	4	Optional	General Ledger Number – Numeric, Right Justify, Zero Fill	Required if Type-of-Voucher = 2 or 3
SELLER-SUB-REV	251	2	Optional	Right Justify, Zero Fill	
SELLER-JOB	253	8	Optional	Program Project Number – Alphanumeric, Left Justify	
SELLER-REPT-CAT	261	4		Spaces	
SELLER-OBJECT	265	4		Spaces	
SELLER-SUB-OBJECT	269	2		Spaces	
SELLER-BS-ACCOUNT	271	4		Spaces	
ACTUAL-DOC-TOTAL	275	14		Spaces	
SELLER-APPR-UNIT	289	9	Optional	Budget Account & Category – 6 digits, 3 spaces	Required if Type-of-Voucher = 2 or 3
SELLER-FUNCTION	298	4		Spaces	
ACTLINE-AGENCY	302	3		Spaces	
CX-TYPE-4-FLAG	305	1		Spaces	
HEADER-TAX-CODE	306	3		Spaces	
USE-TAX-AMOUNT	309	14		Spaces	
EFT-IND	323	1		Spaces	
APPLICATION-TYPE	324	2		Spaces	
FREIGHT-IND	326	1		Spaces	
FREIGHT-TOTAL	327	14		Spaces	
FREIGHT-TOTAL-I-D	341	1		Spaces	
TOTAL-QUANTITY	342	12		Spaces	
TOTAL-QUANTITY-I-D	354	1		Spaces	
TOTAL-AMOUNT	355	14		Spaces	
TOTAL-AMOUNT-I-D	369	1		Spaces	
CALC-TOTAL-QUANTITY	370	12		Spaces	
CALC-TOTAL-AMOUNT	382	14		Spaces	
PV-TEXT-FLAG	396	1		'Y' if text is present	
Filler	397	140		Spaces	

Payment Voucher (PV) Line Record Layout:

Field	Position	Length	Requirement	Description	Comments
RECORD-TYPE	1	1	Required	'L'	
PAGE-TYPE	2	1		Spaces	
BATCH-ID					
BATCH-TYPE	3	4		Spaces	
BATCH-ORG1	7	4		Spaces	
BATCH-NUMBER	11	6		Spaces	
DOC-ID					
DOC-TYPE	17	4	Required	'PV' – Left Justify, Space Fill	
DOC-ORG1	21	4	Required	3 digit agency code – Left Justify, Space Fill	
DOC-NUMBER	25	12	Required	Document Number – Alphanumeric, Left Justify	Same as DOC-NUMBER field on Payment Voucher Header Record
LINE-NO	37	2	Required	Numeric, Right Justify, Zero Fill	Sequential per document, starting with 01
REF-TRANS-CODE	39	2		Spaces	
REF-TRANS-NUMBER					
REF-TRANS-NUMBER-AGY	41	3		Spaces	
REF-TRANS-NUMBER-NUM	44	11		Spaces	
REF-TRANS-LINE	55	2		Spaces	
VENDOR-INVOICE	57	12	Optional	Alphanumeric, Left Justify	
FUND	69	4	Required	3 digits, Left Justify, followed by a space	
AGENCY	73	3	Required	FMIRS Department & Agency – Numeric	Two digit FMIRS Department + one digit FMIRS agency or two digit FMIRS department + zero if no FMIRS agency
ORGANIZATION	76	4	Required	FMIRS Division & Section – Numeric	Two digit FMIRS division + two digit FMIRS section OR two digit FMIRS division + 2 zeros if no FMIRS section OR four zeros if no FMIRS division and section
SUB-ORG	80	2	Optional	Spaces or '0' & FMIRS Unit-Numeric	One zero + FMIRS unit OR spaces if no FMIRS unit
ACTIVITY	82	4		Spaces	
OBJECT	86	4	Optional	General Ledger Number – Numeric, Right Justify, Zero Fill – Spaces if not used	Must use either OBJECT, REVENUE-SOURCE or BS-ACCOUNT
SUB-OBJECT	90	2		Spaces	
REVENUE-SOURCE	92	4	Optional	General Ledger Number – Numeric, Right Justify, Zero Fill – Spaces if not used	Must use either OBJECT, REVENUE-SOURCE or BS-ACCOUNT
SUB-REV-SOURCE	96	2	Optional	Right Justify, Zero Fill	
JOB-NUMBER	98	8	Optional	Program Project Number – Alphanumeric, Left Justify	
REPORTING-CATEGORY	106	4		Spaces	
BS-ACCOUNT	110	4	Optional	General Ledger Number – Numeric, Right Justify, Zero Fill – Spaces if not used	Must use either OBJECT, REVENUE-SOURCE or BS-ACCOUNT
DISCOUNT-TYPE	114	1		Spaces	
LINE-DESCRIPTION	115	27	Optional	Alphanumeric – Left Justify	
PC-LINE-NUMBER	142	3		Spaces	
LINE-AMOUNT	145	14		Spaces	
LINE-ACTION	159	1		Spaces	
PARTIAL-FINAL-IND	160	1		Spaces	
QUANTITY	161	12		Spaces	

Field	Position	Length	Requirement	Description	Comments
APPR-UNIT	173	9	Optional	Budget Account & Category – 6 digits, 3 spaces	Field must be spaces if BS-ACCOUNT field is populated
XFUNCTION	182	4		Spaces	
EPPV-ERROR-MSG	186	1		Spaces	
LINE-TAX-CODE	187	3		Spaces	
ADJUSTMENT-AMOUNT	190	14		Spaces	
UNTAXED-LINE-AMOUNT	204	14	Required	Numeric, Right Justify, Zero Fill, No Decimal	
VENDOR-INV-LINE-NUM	218	3		Spaces	
QUANTITY-INC-DEC	221	1		Spaces	
FREIGHT-AMOUNT	222	14		Spaces	
FREIGHT-AMOUNT-I-D	236	1		Spaces	
Filler	237	300		Spaces	

The PV Note Record is a 536-byte ASCII record. The file name should be “agencyname.PVTX.yyyymmdd” and have the same “agencyname” and “yyymmdd” as the PV file that these notes are associated with.

PV Note (NOTE) Record Layout:

Field	Position	Length	Requirement	Description	Comments
TRANS-CODE	1	2	Required	‘PV’	
TRANS-NUMBER-AGENCY	3	3	Required	3 digit agency code – Left Justify, Space Fill	Same as DOC-ORG1 field on Payment Voucher Record
TRANS-NUMBER-NUMBER	6	11	Required	Document Number – Alphanumeric, Left Justify	Same as DOC-NUMBER field on Payment Voucher Record
TEXT-LINE-NUMBER	17	3	Required	Numeric, Right Justify, Zero Fill	Sequential per document, starting with 001
TEXT-LINE	20	70	Required	Alphanumeric, Left Justify	
TEXT-LINE-FF-FL	90	1	Required	‘Y’	
NOTE-DATE	91	8	Required	Format YYYYMMDD	Valid date for TEXT-LINE-NUMBER 001, spaces for any other TEXT-LINE-NUMBER
Filler	99	438		Spaces	

Note: Up to 140 characters of TEXT-LINE (2 records) will be printed on the check stub.

The Receivable Record is a 536-byte ASCII record. The file must contain one or more header records with each header record having one or more associated line records. The file name should be “agencyname.RE.yyyymmdd”.

Receivable (RE) Header Record Layout:

Field	Position	Length	Requirement	Description	Comments
RECORD-TYPE	1	1	Required	'D'	
PAGE-TYPE	2	1		Spaces	
BATCH-ID					
BATCH-TYPE	3	4		Spaces	
BATCH-ORG1	7	4		Spaces	
BATCH-NUMBER	11	6		Spaces	
DOC-ID					
DOC-TYPE	17	4	Required	'RE' – Left Justify, Space Fill	
DOC-ORG1	21	4	Required	3 digit agency code – Left Justify, Space Fill	
DOC-NUMBER	25	12	Required	Document Number – Alphanumeric, Left Justify	Assigned by Agency. Duplicate numbers must not be submitted within a 30-month period. Up to 11 digits can be used.
TRANS-CODE	37	2	Required	'RE'	
TRANS-NUMBER					
TRANS-NUMBER-AGENCY	39	3	Required	3 digit agency code	
TRANS-NUMBER-NUMBER	42	11	Required	Document Number – Alphanumeric, Left Justify	Must be same as DOC-NUMBER
RECORD-MONTH	53	2	Required	Calendar month of accounting event – MM	
RECORD-DAY	55	2	Required	Calendar day of accounting event – DD	
RECORD-YEAR	57	2	Required	Calendar year of accounting event – YY	
FISC-MONTH	59	2		Spaces	
FISC-YEAR	61	2		Spaces	
BUDGET-FY	63	2	Required	Fiscal year – YY	
DOCUMENT-ACTION	65	1		Spaces	
CUSTOMER-ID					
CUST-CODE	66	10	Required	Customer Number, Alphanumeric, Left Justify	
CUST-ADDR-IND	76	1	Optional	Alternate address indicator	
DOCUMENT-DESCRIPTION	77	12		Spaces	
DOCUMENT-TOTAL	89	14	Required	Numeric, Right Justify, No Decimal, Zero Fill	
CUSTOMER-NAME	103	30		Spaces	
CUST-ADDRESS-LINE1	133	30		Spaces	
CUST-ADDRESS-LINE2	163	30		Spaces	
CUST-ADDRESS-LINE3					
CUST-CITY	193	28		Spaces	
CUST-STATE	221	2		Spaces	
CUST-ZIP-CODE					
CUST-ZIP-CODE-1	223	5		Spaces	
CUST-ZIP-CODE-2	228	4		Spaces	
TYPE-OF-RECEIVABLE	232	1		Spaces	
ACTUAL-DOC-TOTAL	233	14		Spaces	
OFF-BLD-REC-ACCT	247	4		Spaces	

Field	Position	Length	Requirement	Description	Comments
REC-DUE-DATE					
REC-DUE-DATE-YR	251	2	Optional	Year of receivable due date – YY	Overrides automatically computed due date.
REC-DUE-DATE-MNTH	253	2	Optional	Month of receivable due date – MM	Overrides automatically computed due date.
REC-DUE-DATE-DAY	255	2	Optional	Day of receivable due date - DD	Overrides automatically computed due date.
INSTRUCTION-CODE	257	12		Spaces	
BILLING-CODE	269	4	Required	Billing Code	
RE-COMMENTS	273	30		Spaces	
THIRD-PARTY-BILL-FL	303	1		Spaces	
CMIA-SCHED-DATE					
CMIA-SCHED-YEAR	304	2		Spaces	
CMIA-SCHED-MONTH	306	2		Spaces	
CMIA-SCHED-DAY	308	2		Spaces	
Filler	310	227		Spaces	

Receivable (RE) Line Record Layout:

Field	Position	Length	Requirement	Description	Comments
RECORD-TYPE	1	1	Required	'L'	
PAGE-TYPE	2	1		Spaces	
BATCH-ID					
BATCH-TYPE	3	4		Spaces	
BATCH-ORG1	7	4		Spaces	
BATCH-NUMBER	11	6		Spaces	
DOC-ID					
DOC-TYPE	17	4	Required	'RE' – Left Justify, Space Fill	
DOC-ORG1	21	4	Required	3 digit agency code – Left Justify, Space Fill	
DOC-NUMBER	25	12	Required	Document Number – Alphanumeric, Left Justify	Same as DOC-NUMBER field on Receivable Header Record
LINE-NO	37	2	Required	Numeric, Right Justify, Zero Fill	Sequential per document, starting with '01'
FUND	39	4	Required	3 digits, Left Justify	
AGENCY	43	3	Required	FMIRS Department & Agency – Numeric	Two digit FMIRS Department + one digit FMIRS agency or two digit FMIRS department + zero if no FMIRS agency
ORGANIZATION	46	4	Required	FMIRS Division & Section – Numeric	Two digit FMIRS division + two digit FMIRS section OR two digit FMIRS division + 2 zeros if no FMIRS section OR four zeros if no FMIRS division and section
SUB-ORG	50	2	Optional	Spaces or '0' & FMIRS Unit – Numeric	One zero + FMIRS unit OR spaces if no FMIRS unit
ACTIVITY	52	4		Spaces	
REVENUE-SOURCE	56	4	Required	General Ledger Number – Numeric, Right Justify, Zero Fill	
SUB-REV-SOURCE	60	2	Optional	Right Justify, Zero Fill	
JOB-NUMBER	62	8	Optional	Program Project Number – Alphanumeric, Left Justify	
REPORTING-CATEGORY	70	4		Spaces	
BS-ACCOUNT	74	4		Spaces	Must use REVENUE-SOURCE
LINE-AMOUNT	78	14	Required	Numeric, Right Justify, Zero Fill, No Decimal	
LINE-ACTION	92	1		Spaces	
LINE-DESCRIPTION	93	30	Optional	Alphanumeric – Left Justify	

Field	Position	Length	Requirement	Description	Comments
OBJECT	123	4		Spaces	Must use REVENUE-SOURCE
SUB-OBJECT	127	2		Spaces	
APPR-UNIT	129	9	Required	Budget Account & Category – 6 digits, 3 spaces	FMIRS budget account + FMIRS category + three spaces
XFUNCTION	138	4		Spaces	
TEXT-FLAG	142	1	Optional	Text Indicator	‘Y’ if text, space if none
RATE-CODE	143	4		Spaces	
NUMBER-UNIT	147	7		Spaces	
UOM	154	4		Spaces	
Filler	158	379		Filler	

The Receivable Text Record is a 536-byte ASCII record. The file must contain one or more records associated with Receivable (RE) Line records. The file name should be “agencyname.RETX.yyyymmdd” and have the same “agencyname” and “yyymmdd” as the RE file that this text is associated with.

Receivable Text (RLTX) Record Layout:

Field	Position	Length	Requirement	Description	Comments
TRANS-CODE	1	2	Required	'RE'	
RECEIV-NUMBER-AGY	3	3	Required	3 digit agency code – Left Justify, Space Fill	Same as DOC-ORG1 field on Receivable Line Record
RECEIV-NUMBER-NUM	6	11	Required	Document Number, Alphanumeric, Left Justify	Same as DOC-NUMBER field on Receivable Line Record
LINE-NUMBER	17	2	Required	Numeric, Right Justify, Zero Fill	Same as LINE-NO field on Receivable Line Record
TEXT-LINE-NUM	19	3	Required	Numeric, Right Justify, Zero Fill	Sequential per Receivable Line Record, starting with '001'
RLTX-TEXT	22	70	Required	Alphanumeric, Left Justify	
TEXT-LINE-FF-FL	92	1	Required	'Y'	
Filler	93	444		Spaces	

Exhibit B:

Download Vendor File Instructions

The Download Vendor File Records are produced to allow download of all current vendor information. This file will always be one day behind updates to vendor information on the Advantage System.

To download vendor file:

- Go to the Data Warehouse of Nevada screen (<http://washoe.state.nv.us>)
- Select 'Statewide' under the Reporting column.
- Select 'Download Vendor File' on the Controller's Office Statewide Information screen.
- On the Download Vendor File screen, select:
 - Create Text Download or
 - Create Comma Delimited Download.
- Click 'Download Vendors' to download the file to a PC.

See next page for file layout.

If 'Create Text Download' was selected, the file will be a 255-byte ASCII record with the following layout.

Download Vendor File Record Layout:

Name	Position	Length	Comments
Vendor Number	1	10	
Address Indicator	11	1	
Vendor Name	12	30	
Vendor Address Line 1	42	30	
Vendor Address Line 2	72	30	
Vendor City	102	18	
Vendor State	120	2	
Vendor Zip Code	122	10	If 5 digit number, left justified, right space filled. If 9 digit number, formatted as XXXXX-XXXX.
Vendor Payment Hold Indicator	132	2	'SP' for stop payment, otherwise spaces
Vendor Effective Date	134	8	MMDDYYYY – This date will always be one day greater than the actual date the change was made in Advantage.
Vendor Federal ID	142	14	First 5 digits of number *****, followed by remaining number and spaces.
Filler	156	100	Spaces

If 'Create Comma Delimited Download' was selected, the file will contain variable length records with commas between each field with the same fields as described above.

To save the file, do the following.

- If using Netscape, select 'File' and 'Save As'.
- If using Internet Explorer (IE), select 'View', 'Source', 'File' and 'Save As'.

Exhibit C

Download Check Voucher File Instructions

The Download Check Voucher File Records are produced to allow agencies to obtain more complete information on paid vouchers. This file will always be one day behind updates on ADVANTAGE.

To Download Check Voucher File:

- Go to the Data Warehouse of Nevada screen (<http://washoe.state.nv.us>)
- Select 'Statewide' under the Reporting column.
- Select 'Download Check Voucher File' on the Controller's Office Statewide Information screen.
- On the Download Check Voucher File screen select:
 - Create Text Download or
 - Create Comma Delimited Download.
- Agency Code - Enter your 3-byte agency code.
- Organization - your organization code (optional).
- Check From Date – Enter the date you want the check information from. The date must be in mmddyyy format.
- Check To Date – Enter the date you want the check information to. The date must be in mmddyyy format.
- Click 'Download Check Voucher File' to download the file to a PC.

See next page for file layout.

If 'Create Text Download' was selected, the file will be a 173-byte ASCII record with the following layout.

Download Check Voucher File Record Layout:

Field	Position	Length	Comments
Check Number	1	14	
Check Date	15	8	MMDDYYYY
Voucher Number	23	22	
Vendor Number	45	10	
Vendor Number Address Indicator	55	1	
Voucher Amount	56	17	9(15)V99 – Numeric, Right Justify, No Decimal, Zero Fill
Voucher Negative Amount Ind	73	1	'-' for negative amounts, otherwise spaces
Filler	74	100	

If 'Create Comma Delimited Download' was selected, the file will contain variable length records with commas between each field with the same fields as described above with the following exceptions. No Voucher Negative Amount Ind field (negative sign will be in Voucher Amount field when the amount is negative) and Voucher Amount field is not zero filled and contains a decimal for those amounts that contain cents.

To save the file, do the following.

- If using Netscape, select 'File' and 'Save As'.
- If using Internet Explorer (IE), select 'View', 'Source', 'File' and 'Save As'.

Exhibit D

**State Controller's Office
Agency Approving Authorities
to Electronically Transfer Transactions**

Date: _____

Agency Number: _____

Agency Name: _____

Employee Name	Signature

The above named agency personnel are authorized to approve the electronic transfer of transactions to the State Controller's Office.

Name of Agency Head

Title

Signature of Agency Head

Phone Number

Date

Exhibit E:

**State Controller's Office
Electronic Transfer of Transactions**

To: State Controller's Office
Fax: 775- 684-5695

From: _____
(Agency Number) (Agency Name)

Date: _____

File Name	Number of Documents	Amount

I hereby certify that these transactions are mathematically correct; that claims have not been previously presented nor paid; that authorized funds are available for payment; and to the best of my knowledge and belief are legal and proper claims against the State of Nevada, or are bona fide financial obligations to other agencies of the State of Nevada. I further certify that if these claims are payments in compliance with a contract, they are in full conformance with the contract and that the contract has been approved by the Attorney General or his deputy.

Name of Agency Approving Authority

Phone Number

Date

Signature of Agency Approving Authority

Exhibit F:

Fiscal Month Table

The following table shows the Fiscal Month and the month that it is associated with.

Fiscal Month (MM)	Month
01	July
02	August
03	September
04	October
05	November
06	December
07	January
08	February
09	March
10	April
11	May
12	June
13*	Post 6/30

Accounting periods close approximately 14 days after the last day of the month.

* Period 13 should only be used to post transactions occurring after June 30 that belong to the prior fiscal year.